

INFORMATION REGARDING APPLICATIONS

APPLICATION INSTRUCTIONS

1. Once you have completed the application, sign and mail with the required fee. Applications submitted without an original signature will not be reviewed.
2. The name on your application must match your official government issued identification (driver's license).
3. The \$25 application fee and all supporting materials must be submitted for the application to be complete.
 - a. All fees are non-refundable.
 - b. All fees must be paid by check or money order made payable to the Kentucky State Treasurer.
 - c. Please DO NOT SEND CASH.
4. Mail completed applications to the Kentucky Board of Social Work at 43-44 Fountain Place, Frankfort, KY 40601.

GENERAL INFORMATION (Estimate three (3) to four (4) weeks for completed applications to be processed.)

Approval notice: Once the submitted application has been approved, you will receive an email notice with the approval letter attached, with instructions on how to schedule your exam with the Association of Social Work Boards (ASWB – aswb.org).

Scheduling the exam: It is your responsibility to contact the ASWB to schedule a date to take the exam: aswb.org. Exam fees are paid directly to ASWB. Your unofficial test score will be available the day of the exam at the exam site.

Day of the exam: You must present the original ASWB Authorization Letter that was received from the ASWB and a Government Issued Photo Identification (Driver's License). Persons who do not have these materials will not be allowed to sit for the exam. You will receive an **Unofficial Score Report** on the day of the exam, which you will mail to the board with your license fee.

After you pass the exam: Mail a copy of your **Unofficial Score Report** (received at the test site) along with the initial licensure fee (check or money order payable to KY State Treasurer, to the board office:

Licensed Social Worker	(LSW)	\$ 75.00
Certified Social Worker	(CSW)	\$125.00
Licensed Clinical Social Worker	(LCSW)	\$200.00

TEMPORARY PERMIT TO PRACTICE – must have an application submitted

- 201 KAR 23:015, Section 1(1) A temporary permit to engage in the practice of social work shall be granted, if requested, to an applicant who has completed all of the requirements for licensure **except the examination** and has applied for licensure under the provisions of KRS 335.080, 335.090, 335.100.
- Kentucky currently has two temporary permits to practice social work:
 - 1) Non-clinical Permit: LSW or CSW who will not perform clinical social work activities as part of their social work practice
 - 2) Clinical Permit: CSW or LCSW who will be performing clinical social work activities as part of their social work practice setting.

The agency where you will be employed will submit the temporary permit form along with an official signed job description.

NOTICE: LCSW APPLICANTS

- Licensed Clinical Social Worker applicants (or the equivalent in other states) whose supervisors are licensed outside the Commonwealth of Kentucky must submit an official verification of license plus a resume for each supervisor.
- Additionally, if an applicant has more than one supervisor, each supervisor shall submit documentation regarding competence and ethical behavior and the specific number of supervision hours provided.
- Supervision must total 200 hours with a minimum of 100 hours being individual supervision hours.
- The Supervised Experience Documentation Form may be found at <http://bsw.ky.gov/>.

In-State Application Checklist

Licensed Social Worker (LSW)

- ☐ Completed Application
- ☐ **Official Transcript** "conferring" Bachelor's Degree in Social Work
- ☐ \$25 (twenty-five dollar) application fee (check or money order payable to KY State Treasurer)
- ☐ NO LONGER REQUIRED HIV/AIDS Educational Training (KRS 214.615 has been repealed)

Certified Social Worker

- ☐ Completed Application
- ☐ **Official Transcript** "conferring" Master's or Doctoral Degree in Social Work
- ☐ \$25 (twenty-five dollar) application fee (check or money order payable to KY State Treasurer)
- ☐ NO LONGER REQUIRED HIV/AIDS Educational Training (KRS 214.615 has been repealed)

Licensed Clinical Social Worker

- ☐ Completed Application
- ☐ **Official Transcript** "conferring" Master's or Doctoral Degree in Social Work
- ☐ \$25 (twenty-five dollar) application fee (check or money order payable to KY State Treasurer)
- ☐ Supervised Experience Documentation Form completed by each supervisor
- ☐ NO LONGER REQUIRED HIV/AIDS Educational Training (KRS 214.615 has been repealed)

Out-of-State Application Checklist

Licensed Social Worker (LSW)

- ☐ Application
- ☐ Official Transcript conferring Bachelor's Degree in Social Work
- ☐ \$25 (twenty-five dollar) application fee (Check or Money Order payable to KY State Treasurer)
- ☐ Official Score Report for the ASWB Bachelor's Level Exam (contact www.aswb.org)
- ☐ Official verification of license from each and every state board office in which you currently hold or previously held a license.

Certified Social Worker (CSW)

- ☐ Application
- ☐ Official Transcript conferring Master's Degree in Social Work
- ☐ \$25 (twenty-five dollar) application fee (Check or Money Order payable to KY State Treasurer)
- ☐ Official ASWB Masters Level Exam Score Report (contact www.aswb.org)
- ☐ Official verification of license from each and every state board office in which you currently hold or previously held a license.

Licensed Clinical Social Worker

- ☐ Application
 - ☐ Official Transcript conferring Master's Degree in Social Work
 - ☐ \$25 (twenty-five dollar) application fee (Check or Money Order payable to KY State Treasurer)
 - ☐ Documentation that establishes that you have been licensed in another state at the clinical level and have been engaged in the active practice of clinical social work in that jurisdiction for five (5) years immediately preceding the filing of this application. Example: Official job description signed by Ex. Dir., Human Resources Director or Agency Supervisor where the clinical practice was provided. Letters of recommendation documenting the type of services you have provided in clinical practice.
- or
- ☐ 200 hours of clinical supervised experience under the supervision of a Clinical Social Worker as described by the "[Supervised Experience Documentation Form](#)", which may be found on the board website under forms, then supervision forms.
 - ☐ Official ASWB Clinical Level Exam Score Report (contact www.aswb.org)
 - ☐ Official verification of license from each and every state board office in which you currently hold or previously held a license. This may come from the licensing entity directly or it must be a digitally certified verification that you purchase/print from that boards website. License lookups will not be accepted.